

# Arizona



Entered the Union 1912

**Population (est. 1994):**  
4,075,000      Rank: 23/50

**Land Area (square miles):**  
113,642 Rank: 6/50

**State Historical Records Coordinator:**

Arlene Bansal, Director


Department of Library, Archives, and Public Records

State Capitol, 1700 West Washington, Room 200

Phoenix, AZ 85007

Telephone: (602) 542-4035

ARCHIVES AND RECORDS PROGRAM	FINANCES
<p><b>State Archives Established:</b> 1937</p> <p><b>State Records Management Initiated:</b> 1976</p> <p><b>Archives Placement:</b>  Department of Library, Archives and Public Records,  Archives Division</p> <p><b>Records Management Placement</b>  Department of Library, Archives and Public Records,  Records Management Division</p>	<p><b>Total State Govt Expenditures (1993):</b>  \$8,782,381 ,000 Rank: 26/50</p> <p><b>Total Budget, Archives and Records Management (FY 1994):</b>  \$717,200 Rank: 32/43</p> <p>See "Notes" section, below, for program elements included in budget and FTEs.</p> <p><b>Percent of Total State Expenditures Allocated to Archives and Records:</b> 0.008 % Rank: 34/43</p> <p>State Archives funding has increased over last 2 years</p>

STAFFING			
State Government FTEs (1992):	54,064	Average earnings for all full-time state employees (Oct. 1992):	\$28,332 per year
Archives & Records FTEs (1994):		Salary ranges for entry level professionals	
Total	19	Archivist	\$23,000-36,000
Archives	6	Administrative Asst II	\$19,112-29,245
Records Mgt	13		
Number of Archives/Records FTEs per 1000 State FTEs:	0.35		

<b>HOLDINGS</b>								
<b>State Archives</b>					<b>Records Center</b>			
Paper records	Government	8,116	cu. ft.		Paper records	Government	115,000	cu. ft.
	Nongovernment	427	cu. ft.			Nongovernment	0	cu. ft.
Microfilm (total no. of rolls)		10,000	rolls		Microfilm (total no. of rolls)		52,000	rolls
Maps, blueprints, drawings		30	cu. ft.		Computer tapes		14,900	reels
					Optical disks		200	disks

ACCESS TO RECORDS IN STATE ARCHIVES			
<b>Reference services provided (FY 1994)</b> Individual daily visits 1,000 Mail requests 337 Telephone requests 1,196 Reference activity has increased over last 2 years.		<b>Arrangement and description activities (FY 1994)</b> Records arranged and described 20 cu. ft. (6 series)	
<b>Services provided free of charge:</b> Use of reference room Answers to in-state and out-of-state mail requests E-mail for receiving/responding to requests		<b>Descriptions of holdings are provided through:</b> World Wide Web Home Page: <a href="http://www.state.az.us/">http://www.state.az.us/</a> Published repository guide: <i>A Guide to Public Records in the Arizona State Archives</i> . 2nd ed. Phoenix, 1994. Series of preservation and local history brochures published in 1994, funded by LSCA.	
<b>Services provided for a fee:</b> Photocopies and faxes of documents or finding aids Typed certified copies or exemplifications Commercial use of documents/photos No fees have been initiated in last 2 years.		<b>Nonelectronic finding aids</b> available at State Archives describe 80% of the holdings at record group and 50% at series level.	
		<b>Published finding aids</b> produced by State Archives describe 80% of holdings at record group and series level.	





## FACILITIES

### State Archives Building

(owned by Department of Library, Archives, and Public Records)

Constructed: 1938 Renovated: 1978

Total storage capacity: 2,502 cu. ft.

Percent now occupied: 100%

Already full to capacity

No construction planned

An additional facility, owned by the Department, is used to store archival holdings.

Existing environmental controls (NFPA standards):

37% year-round temperature controls

37% year-round humidity controls

100% fire detection

63% fire suppression

### State Records Center

(owned by Department of Library, Archives, and Public Records)

Constructed: 1981 Renovated: 1991

Total storage capacity: 190,000 cu. ft.

Percent now occupied: 69%

Will be full within 5 years

Major renovation planned

Existing environmental controls (NFPA standards):

3% year-round temperature controls

3% year-round humidity controls

100% fire detection

100% fire suppression

## SERVICES TO STATE AND LOCAL GOVERNMENT AGENCIES

### Technical assistance provided by (FY 1994):

No. completed 260 (state agencies)  
225 (local govt officials)  
10 (nongovt repositories)

No. of agencies served 100 (state agencies)  
120 (local govt officials)  
8 (nongovt repositories)

### No. of local government units (1992):

15 counties  
228 school districts  
86 municipalities  
268 special districts

### Services to state agencies, local governments, nongovernment repositories:

Training and consultation

Publications

Conservation/preservation

Micrographics services (state agencies only)

Labor in agencies (state and local agencies only)

Retention scheduling, assists with records destruction (state and local agencies only)

State Archives has authority to accept original archival records from local governments

## MICROGRAPHICS



### Microfilming activities by Records Management Division (RMD) (FY 1994)

Source document microfilming 319,482 images

Processing 4,643 rolls

Duplicating 5,382 rolls

Records Management Division provides centralized micrographics services for state agencies.

Records Management Division has experienced redox problems.

Records Management Division stores security microfilm for state and local government agencies.

## PRESERVATION POLICIES AND SERVICES



### Preservation activities by State Archives (FY 1994)

1,000 sheets humidified and flattened

2 volumes disbound

State Archives has a written preservation plan and a written disaster plan.

State Archives has a preservation officer and employs a trained, full-time conservator.

Arizona does not have a statewide preservation plan, but the Department of Library, Archives, and Public Records administers a disaster response team in which the State Archives participates.

## AUTOMATED APPLICATIONS



### State Archives uses automation applications for the following:

Finding aids MS Word for Mac  
Accessioning MS Word for Mac  
Correspondence MS Word for Mac  
Publications MS Word for Mac

### Electronic Mail

State Archives staff can communicate within the agency, with other state government agencies, and with outsiders via the Internet.

NASIRE reports that implementation of a statewide e-mail system is planned for 1994-96.



**ELECTRONIC RECORDS**

Records Management Division has an electronic records management program integrated with its regular program.

Archives Division has not surveyed/inventoried electronic records but it has scheduled dispositions for them.

Records Management Division provides security storage for electronic records but has not accessioned them.

**RECORDS-RELATED LEGISLATION, REGULATIONS, AND GUIDELINES****Definition of a record**

1985 statute

Includes e-mail and electronic records.

**Public's right to access to government records**

provided in statute.

**Restrictions to specific classes of records**

provided, no time limits set.

**Permanent paper standards**

1985 statute

**Optical imaging standards**

None

**Admissibility of microfilm**

1985 statute

**Admissibility of optical images**

1985 statute

**Admissibility of electronic records**

None

**Theft/defacement of a public record**

1978 statute

**Replevin**

None

**INFORMATION POLICY AND INFORMATION INFRASTRUCTURE INITIATIVES****Information Resources Management**

Assigned to Department of Administration, Information Services Division; State Archives is not active in the state's IRM work.

**Information Policy Coordination**

No formal information policy function.

**Government Information Locator Service**

No activity reported.

**Electronic Access to Government Information and Services**

NASIRE reports that a public/private sector statewide telecommunications network is under development; Internet access is being established for state agencies. NGA reports that the Environmental Recycling Hotline provides recycling information to citizens through a toll-free hotline number.

State of Arizona <http://www.state.az.us/>

**SPECIAL PROJECTS AND PROGRAM HIGHLIGHTS****New Repository Guide**

[NAGARA Clearinghouse, Winter 1995]

**Digital Imaging of Photographs**

[NAGARA Clearinghouse, Summer 1994]

**SHRAB ACTIVITIES****Long Range Plan**

[NAGARA Clearinghouse, Spring 1995]

The Arizona SHRAB hosted the regional meeting of the State Coordinators in October 1994.



## FOR FURTHER INFORMATION

**State Archives and Records Management**

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**Records Management Division**

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**Notes****Program elements included in Archives and Records****Management budget and FTE figures:**

In addition to core elements found in most state archives programs (records scheduling, appraisal, accessioning, processing, archival description and reference, and training), the Arizona budget and personnel figures also cover

- service to local governments • preservation microfilming
- records preservation • records center

**Abbreviations/Acronyms**

COM Computer output microfilm  
 COSHRC Council of State Historical Records Coordinators  
 FTEs Full time equivalent staff positions  
 SHRAB State Historical Records Advisory Board  
 N/A Not available  
 NAGARA National Association of Government Archives and Records Administrators  
 NASIRE National Association of State Information Resources Executives  
 NGA National Governor's Association  
 NHPRC National Historical Publications and Records Commission  
 RLIN Research Libraries Information Network  
 SHRAB State Historical Records Advisory Board

**Sources**

Unless otherwise specified below, all information in this profile was provided by the State Archives and/or Records Management offices in the state. Most 1994 data was collected on the Joint Survey administered by the National Association of Government Archives and Records Administrators (NAGARA) and the Council of State Historical Records Coordinators (COSHRC). Additional information was collected from state-issued newsletters and publicity materials, the NAGARA newsletter, *Clearinghouse*, and interviews with state personnel.

Contact for COSHRC report: Julee Bokelman, Deputy State Archivist, Arizona State Archives, State Capitol, 1700 West Washington, Suite 442, Phoenix, AZ 85007.  
 Telephone: (602) 542-4159. Fax: (602) 542-4402.  
 Internet: jbokelm@dlapr.lib.az.us.

Estimated State Population (July 1, 1994):  
 Estimates were published in the Census Bureau newsletter, *Census and You* (January 1995): 3. The numbers include Armed Forces personnel residing in each state.

State Government Finances, Employment, and Earnings Data:  
 U.S. Bureau of the Census, State Finances: 1993, Public Employment: 1992.

Number of local government units: U.S. Bureau of the Census, 1992 Census of Governments, *Government Organization*.

E-mail and Information Policy and National Information Infrastructure

NASIRE, "Development of the National Information Infrastructure: Issues of State and Local Governments," Issue Focus Report (April 1994):9, 15; NGA, "Technology Inventory," *Government Technology* (May 1995): 36-40, National Assn of State Directors of Administration and General Services, "Survey of Technologies Accessible to State Agencies," *Government Technology* (May 1995): 52, "Internet Connections to State Government," *Government Technology* (May 1995):62.